

REQUEST FOR RECORDS RETENTION SCHEDULE
To be Submitted to the Records Management Division
Hall of Records Commission

SCHEDULE NO. 333
PAGE NO. 1

1. Requesting Agency

DEPARTMENT OF MENTAL HYGIENE

2. Division or Bureau of Requesting Agency

SPRING GROVE STATE HOSPITAL

3. Authorization Requested (Check only one of the squares below).

Personnel Office

☐ **A** Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ **B** Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ **C** Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
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1. PERSONNEL FOLDERS

Size: 8½" x 11" in legal drawers

Dates: 1937 - -

Quantity: Office - 8 drawers; Storeroom, 17 drawers;
Elevator, 15 cubic feet (total 60 cubic feet)

Annual Accumulation: 2 drawers (4 cubic feet)

File Arrangement: Separate files for active and separated employees - alphabetical within each file

Disposable Amount: 30 cubic feet (est.)

Audit: State (Leave Record Card only)

The Personnel Office maintains a personnel folder for each employee of the Hospital. An individual folder may contain any of the following records:

SEC 128 Leave Record Card - Employee's last card which is filed in individual folder upon employee's separation

SEC 102 Application for State Employment

SEC 130 Request for Temporary Appointment

SEC 156 Medical and Physical Examination

Form 161 Employees Record - summary information about employee

Form 62 X-Ray Report

Form 41 Report of Accident or Injury

Form 20A Notice of Expiration of Probationary Period - from Commissioner of Personnel

APPROVED
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

E. J. Barnett
Signature

Pers. Mgr.
Title

1/20/61
Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

2/7/1961
Date

Morris S. Radloff
Archivist

FEB 13 1961
Date

Andrew Strickland Jr.
Secretary

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Form 103 Consultation notes - concerning sickness, physical examinations
Form No. C1 Employer's First Report of Injury - copy of Workmen's Compensation form
Form 108 C/39 Notice to Employer and Insurance Carrier of Employee's Claim - Workmen's Compensation Commission form
S.G. 43 Employee's Report of Accident
Form 126 Summary of Training
Supervisor's statements concerning employee
Correspondence concerning employee - injuries, disciplinary actions, etc.
Waivers of retirement rights
Memos from employee to supervisor
Doctor's certificates - beginning in 1953 these are filed separately. See Sick Certificates (Item 5)

The recommendation below applies to all records listed above with the exception of the Leave Record Card (SEC 128). According to Merit System Rule 42, an employee's last leave card is to be retained for four years after date of separation. It may then be destroyed providing that it has been audited.

RECOMMENDATION: RETAIN FOR FIVE YEARS AFTER EMPLOYEE'S SEPARATION AND THEN DESTROY.

2. PERSONNEL CARDS (MASTER AUTHORIZATION CARDS)

Form No.: Standard form (Commissioner of Personnel)
Dates: 1954 - -
Quantity: Active - 2 card drawer (total 2 cubic feet)
File Arrangement: Separate files for active and separated employees, alphabetical within each file

This file is maintained by the Personnel Office as a personnel information file in lieu of a personnel history card file. These cards (Master Authorization Cards) are a duplicate of the set maintained by the Business Office for audit purposes. Each card gives the employee's name, address, classification title, classification code, salary, effective date of salary changes, date of birth, sex, marital status, retirement number, retirement withholding rate, appropriation code, and changes in salary paid. Depending upon how long an employee has been with the Hospital, more than one card for each individual may be on file. The cards reflect any changes in an individual's salary or classification.

RECOMMENDATION: RETAIN PERMANENTLY.

APPROVED
HALL OF RECORDS COMMISSION

APPROVED BY
BOARD OF PUBLIC WORKS

FEB 13 1961

Andrew Steadick Jr.

SECRETARY

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3.	<p>INDEX TO EMPLOYEES (EMPLOYEE RECORD)</p> <p>Form No.: Form 22 Size: 3" x 5" Dates: Dec. 1, 1940 - - Quantity: 1 cardboard tray and 2 metal card drawers (1 cubic foot) File Arrangement: Separate files for active and separated employees - alphabetical within each</p> <p>These cards, titled "Employee Record" give the following information concerning each active or former employee of the Hospital: department or building where the employee works, name, address, telephone number, name and address of nearest relative, age, marital status, height, weight, date on which employment began, date on which employee left service, and in a few instances the employee's reason for leaving. This file is currently maintained by a former employee of the Business Office. The primary personnel card file, however, is the Personnel Card File (Item 2), maintained by the Personnel Office. The recommendation below applies only to the Employee Record cards.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p> <p>PERSONNEL REPORTS</p> <p>Form No.: Form 33 (7/11/1951) Size: 5" x 8" Dates: 1951-1953 Quantity: 5 transfer drawers (9 cubic feet) File Arrangement: By hospital department and chronological therein Annual Accumulation: Discontinued Disposable Amount: 9 cubic feet</p> <p>Personnel Reports were utilized to report Hospital department personnel changes which affected the pay or leave status of individual employees. This report is now obsolete. Current information of this nature is posted directly to the employee's Leave Record Card (SEC 128).</p> <p>RECOMMENDATION: DESTROY ACCUMULATION.</p>	<p>APPROVED HALL OF RECORDS COMMISSION</p> <div data-bbox="997 1653 1559 1987"><p>APPROVED BY BOARD OF PUBLIC WORKS</p><p>FEB 18 1961</p><p><i>Andrew Steubert, Jr.</i> SECRETARY</p></div>

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5. CORRESPONDENCE FROM POSITION APPLICANTS

Size: 8½" x 11"

Dates: 1957 - -

Quantity: 1 drawer (1 cubic foot)

File Arrangement: Alphabetical by name of applicant

This file consists of letters of inquiry and applications received from position applicants.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

6. SICK CERTIFICATES

Form No.: SEC 122

Size: 4" x 6"

Dates: 1953 - -

Quantity: 6 wooden card file drawers (3 cubic feet)

File Arrangement: Alphabetical by name of employee and chronologically therein

Annual Accumulation: 1 cubic foot

Audit: Commissioner of Personnel

This file is composed of certifications of treatment by physicians. These certificates are submitted by employees to substantiate their entitlement to sick leave. Prior to 1953 certificates were filed in the employee's Personnel Folder (Item 1). Sick leave information from these certificates is posted to the employee's Leave Record Card (SEC 128).

RECOMMENDATION: RETAIN FOR FOUR YEARS AFTER EMPLOYEE'S SEPARATION OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

7. LEAVE RECORD CARDS

Form No.: SEC 128

Dates: 1953 - -

Quantity: 3 cubic feet

This item pertains only to the last Leave Record Card (SEC 128) filed for separated employees. All other leave records are governed by Schedule 278, Item 4. (According to the provisions of Merit System Rule No. 42, the last leave card of a separated employee is to be retained for four years after an employee's separation).

RECOMMENDATION: RETAIN EMPLOYEE'S LAST LEAVE RECORD CARD FOR FOUR YEARS AFTER SEPARATION, OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

APPROVED
HALL OF RECORDS COMMISSIONAPPROVED BY
BOARD OF PUBLIC WORKS

FEB 13 1961

Audrey Steubert, Jr.
SECRETARY